

22nd New Zealand Scout Jamboree

Online Event Management System

User Guide

Solve the Mystery

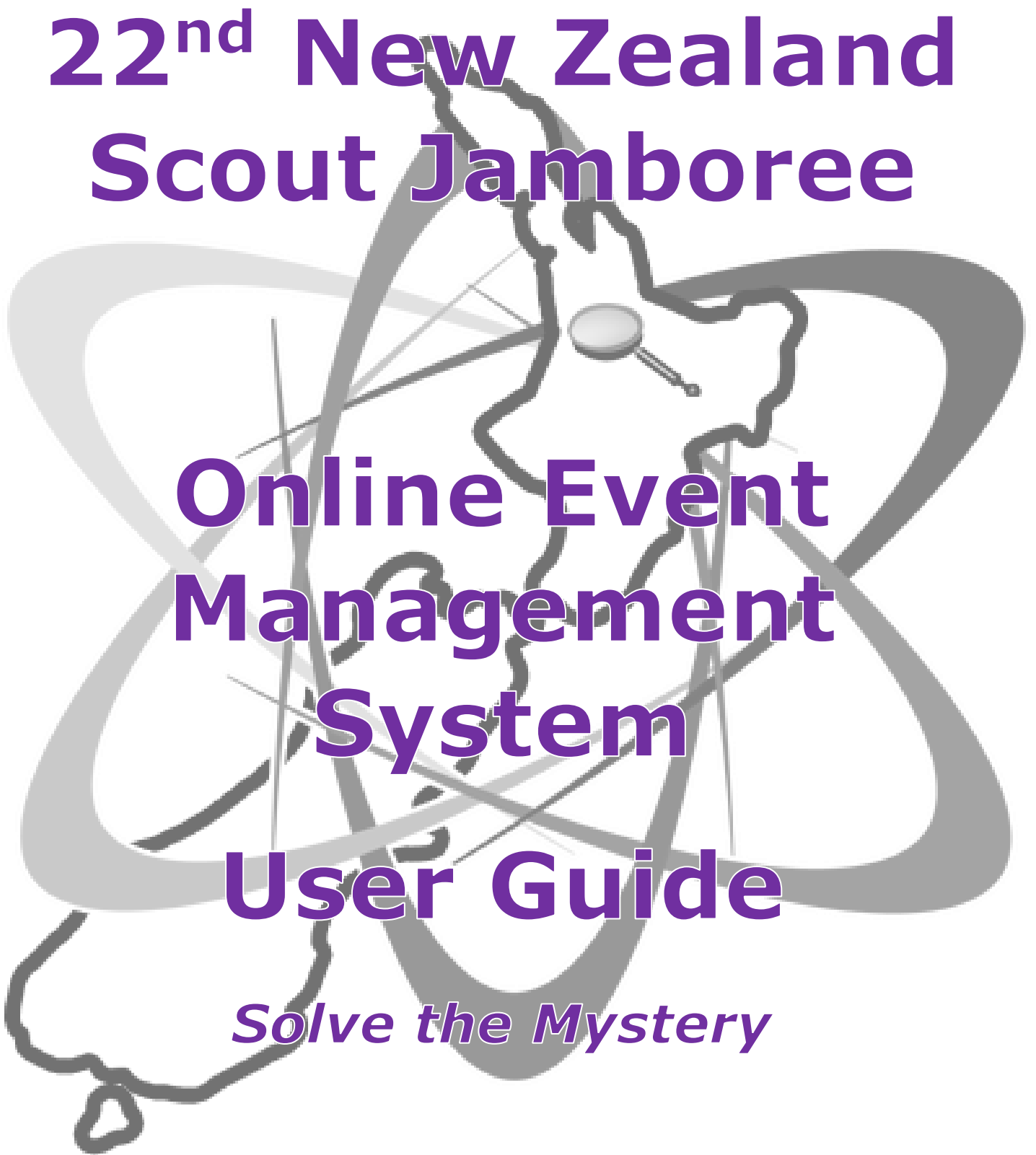


Table of Contents

Let the Mystery begin	4
Traffic lights.....	5
Register as a user	5
Logging in to OLEMS.....	5
Resetting your password	5
Forgot your password or username.....	5
OLEMS online application	6
Errors and warnings	6
Errors	6
Not sure of the correct information	6
Warnings.....	7
Submitting the application.....	7
Verification email.....	7
Application status.....	7
Change of details	8
Personal details tab	8
General details section:.....	8
Scouting details section:.....	9
ID photo tab.....	9
Jamboree tab.....	10
Medical tab.....	10
Medical information	10
Dental care section:.....	10
Immunisation section.....	10
Doctors setails section.....	10
Medical alerts section.....	10
Medications section.....	10
Multiple medications.....	11
Allergies section	11
Multiple allergies.....	11
Behavioral medication	11
Medical aids section	11

Multiple aids.....	11
Medical conditions section.....	12
Dietary requirements section	12
Medical action plans/medical certificates section.....	12
Next of kin	12
Emergency contact details	12
Primary contact section	12
Secondary contact.....	13
Family members attending section.....	13
T-Shirt tab	13
T-Shirt and hat details	13
Consent tab.....	13
Permissions section	14
Leaders/Staff tabs.....	14
Leader info tab.....	15
Scouting and work details section	15
Appointment/warrant	15
Occupation.....	15
Pre allocated jobs details section	15
Job allocated	15
Activity/service area.....	15
Skills job tab.....	15
Leader work preference section	15
Skill and experience section	15
Final job allocation section	15
Qualifications tab	16
Current certificates details section	16
Tab details table.....	17



22nd New Zealand Scout Jamboree

Solve the Mystery

Mystery Creek • 2019-2020



Let the Mystery begin

This guide will help you navigate around our Online Event Management System (OLEMS). OLEMS is accessed via our Jamboree website <http://applications.jamboree.org.nz>.

A user account and online application form is required for each participant including Leaders, Staff, Scouts, Venturers and Rovers. It is a two-step process.

Please have the following ready before beginning the registration process:

- 📄 A current email account ✪
 - 📄 A passport sized photo (for uploading onto OLEMS)
 - 📄 The name of your Scout Group – e.g. Lynmore Scout Group
 - 📄 Username for each person that will be registering
- ✪ We strongly recommend that the email account you use is a parent/adult account as any communication sent via OLEMS will go to this email account.





Once logged into the system, there will be specific tabs that you will need to click on and fill in the fields within those tabs. Some options you select will activate further fields to be filled in.

An asterix (*) denotes a mandatory field so must be completed before you are able to proceed further.



Traffic Lights

Each tab has a small "traffic light" against it to show you the status of that page.

-  White You have not completed the page
-  Amber There are still some fields that have not been completed
-  Pale Green You have not completed this page. There are no mandatory fields on this page
-  Green Page Completed


Register as a user

This is the first step of your registration process for the 22nd New Zealand Jamboree.

1. Go to <http://jamboree.org.nz>
2. Click on [Register Now](#)
3. Scroll down to [Participant Registration](#)
4. Fill in the required fields
5. Click on [Register \(participant\)](#)



You will receive a confirmation email to your supplied email address, follow the instructions to activate your OLEMS account. If you don't receive the email within a couple of minutes, check your junk/spam folders.

Logging in to OLEMS

-  Enter your username and password into the required fields

Note: if your password is entered incorrectly 3 times in a row your account will be locked for 20 minutes.

Resetting your password

-  Click on the [Change your password](#) link.
-  Follow the onscreen prompts

A password reset confirmation email will be sent to your registered email account.

Forgot your password or username

-  Click on the [Forgotten Password/Username](#) link
-  Enter your [registered email address](#)

An email will be sent to your registered email account. This email will contain information regarding all the accounts linked to the registered email address.

-  Click on the [password reset link](#) for the relevant account
-  Follow the instructions to reset your password

OLEMS Online Application

The application form consists of tabs that you are required to click on and then proceed to enter the required information. The tabs available will vary dependent on your Scouting Role. [Tab Details Table](#)

You must complete all the information that is asked for within each tab before you are able to save the information entered or move onto the next tab.

(*) Denotes a mandatory field so must be completed before you are able to proceed further.

Errors and Warnings

At times you will be alerted by errors or warnings, read these carefully and take the appropriate action.

Errors

OLEMS will alert you if you have missed entering any of the mandatory information. An error message similar to the one below will be displayed at the top of your screen.

Personal Details

Please enter general information about yourself onto this form.

Any field labelled with an * and bold is mandatory and you will not be able to proceed unless it is completed.

Please correct the following errors before continuing.


The following field(s) are mandatory:

- First Name
- Last Name
- Address
- Town/City
- Post Code
- Postal Address
- Postal Town/City
- Postal Post Code
- Date of Birth
- Gender
- Phone
- Role within Scouting
- Formation
- School Year

NB: By ignoring these errors your changes will NOT be saved.

All you need to do to resolve this error message is to enter the missing information.

Not sure of the correct information

 Click on [Ignore](#) located within the error message

Note: if you choose this option none of your changes will be saved, but you will be able to continue to the next page.

Warnings

Any fields that are mandatory when the application is submitted but not yet completed will generate a warning message.



All the other data has been saved, all that is required is to press the “**OK**” button to continue.

Submitting the Application

Once all the mandatory information has been completed you will be able to “Submit” the application.

- Click the **Submit** button

Once your application has been submitted you will receive an email confirming the receipt of your application.

Verification Email

Once you have submitted the application you will receive an email sent to your registered account. Read this email very carefully as it contains the following important information:

- Payment

Application Status

To keep updated on your applications status you will need to

- Login to your OLEMS account
- Click on the status tab




You will be able to see what stage your application is at and all monies that have been received.

Stage	Explanation / Detail
Initial	The application has started but not all information has been entered
Submitted	The application has been submitted, but the paperwork & deposit has not been received
JLT Accepted	The application has been accepted by the Jamboree Leadership Team

JLT Rejected	The application has been rejected by the Jamboree Leadership Team
Withdrawn	The applicant has withdrawn the application after the deposit was paid
Not Proceeding	The applicant is not proceeding and did not pay the deposit

Change of details

You can change any of the details after the application has been submitted. It is highly recommended that as your circumstances change you update the information on the system.

-  Login to OLEMS
-  Update any of the details that have changed
-  Save your updates

The only details that cannot be changed after the application has been submitted are the activity permissions/consents. If these require changing you will need to contact your contingent via either email or letter.

Personal Details Tab

Personal

This is for all Leaders/Scouts/Venturers/Staff personal information to be entered. Below are the mandatory fields that need to be completed:













General Details Section:

General Details

* First Name Baden	Other Names <input type="text"/>	* Last Name Powell	Preferred Name BP
* Country United Kingdom			
* Residential Address 6 Stanhope Street Paddington -- 0000	* Postal Address 6 Stanhope Street Paddington -- 0000		
* Suburb <input type="text"/>	* State <input type="text"/>	* Post Code <input type="text"/>	* Suburb <input type="text"/>
* Phone - Home/Cell 071234567	Phone - Work <input type="text"/>	Phone - Cell <input type="text"/>	* Primary Email rachel.shaw263@gmail.com Validated
Religious Affiliation <input type="text"/>	* Date of Birth 22/02/1857 <small>Age: 162 & 10 mths as at 28-Dec-2019</small>	* Gender Male	Alternate Email <input type="text"/>

For all Scouts your Primary Email address must be your Parents/Guardians' email address.

You will not be able to submit or print your application until you have uploaded a photo.

-  First Name
-  Postal Address
-  Primary email address
-  Last Name
-  Suburb
-  Date of Birth
-  Country – where you live
-  Town
-  Gender
-  Residential Address
-  Postcode
-  Phone

Scouting Details Section:

Scouting Details

* Organisation

SCOUTS NZ

* Scouting Role

Scout

* Formation (Troop)

Lynmore Scout Group

 Organisation

 Scouting Role

 Formation (Troop)

ID Photo Tab

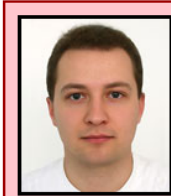
ID Photo

For further information regarding the requirements for your ID Photo please refer to the [Photo Guide](#).

Baden Powell Registration Number: 00003 || Jamboree ID: Pending








Press the [Browse] button to find the file on your computer.

NOTE: Please be patient, you will not receive any notification until the file is completely transferred. If your photo does not appear after the file is cleared from the above box, press the <Ctrl>+<F5> keys together to refresh your photo.



Example Photo

Having problems getting get your passport photo scanned?

-  You are required to load a passport photo of yourself, this will be used on your Jamboree ID
 -  You will need either a **passport photo** or a photo with similar dimensions
 -  The photo must be of a clear head and shoulders shot of you
 - not wearing a hat or sunglasses
 -  Ensure that the orientation of the photo is portrait NOT landscape
 -  Please note that all photos will be scaled to 120px * 140px
 -  Photos must be in JPEG format (.jpg)
-  **You will not be able to submit or print your application until you have uploaded a photo.**

Jamboree Tab

□ Jamboree

All fields are mandatory. If unsure about your Troop name; contact your Scout Leader.

Baden Powell		Registration Number: 00003 Jamboree ID: Pending	
General Jamboree Information			
* I will be attending the Jamboree in the following capacity			
A Scout ▼			
Jamboree Troop Information			
<i>As a Scout, Leader or Non-Warranted Helper in a Jamboree Troop you need to select the Jamboree Troop you will be with at the Jamboree and the role that you have been allocated within the Troop.</i>			
<i>If your Jamboree Troop is not listed please select "Not Listed", if you are unsure please select "Do not know", in both cases contact your Jamboree Troop Leader for advice. Once your Jamboree Troop has been added or you know the correct Jamboree Troop please update your application by selecting correct Jamboree Troop./</i>			
* Which Jamboree Troop are you a member of?		* What is your role in the Jamboree Troop?	
Select a Jamboree Troop ▼		Select ... ▼	

Medical Tab

□ Medical

Medical Information

It is important that you honestly and accurately declare information about any medical condition(s). If you have a serious condition which you would like to discuss please contact your Contingent Leader

Dental Care Section:

- ☒ Select either Yes or No from the drop down box

Immunisation Section

- ☒ Enter if your immunisations are up to date for your age
- ☒ Enter the **year** of your last tetanus immunisation if known

Doctors Details Section

- ☒ Enter your Doctors name
- ☒ Enter you Doctors address

Medical Alerts Section

- ☒ Select if you wear a Medical Alert




If you select **Yes**

- ☒ Select the type from the drop down list
- ☒ Enter the details – this is a free text field


Medications Section

- ☒ Enter if you will be carrying with you any medications at Jamboree


If you select **Yes**

-  Enter in the name of the medications
-  Enter the dose
-  Enter the method of administration (tablets, liquid, injection)





Multiple Medications

-  Click on **Add another Medication** tab if you will be taking more than one medication at Jamboree and fill in accordingly



Allergies Section

-  Select if you have any **allergies**

If you select **Yes**

-  Select the allergy from the drop down list
-  Enter the **details**
-  Enter the **reaction**
-  Enter the **treatment** required

Multiple Allergies

-  Click on **Add another Allergy** tab
-  Enter the details as above





Behavioral Medication

-  Enter if you are currently taking **behavioral medication**

Medical Aids Section

-  Enter if you currently use any **Medical Aids**



If you select **Yes**

-  Select the Medical Aid from the drop down list
-  Enter in the relevant details
-  Enter in the reaction
-  Enter any extra information

If you select **Other** from the drop down list

-  Enter in the **other details**

Multiple Aids

-  Click on **Add another Aid** to add multiple aids
-  Fill in the details as necessary

Medical Conditions Section

- Select if you have any [Medical Conditions](#)

If you select [Yes](#)

- Click in the tick box to select the medical condition/s applicable
- Type in any relevant information in the free text field

27. [Travel Sickness](#)

Dietary Requirements Section

- Select if you have any [Dietary Requirements](#)

If you select [Yes](#)

- Click in the [tick box](#) to select the relevant [dietary requirements](#)
- Enter the reaction in the [please specify](#) section – this is a free text field.

16. [Nut Free](#) 17. [Preservative Free](#)

18. [Other](#) *Please specify:*

Note: You can select multiple requirements

Medical Action Plans/Medical Certificates Section

- Select if you have any [Medical Action Plans/Medical Certificates](#)

If you select [Yes](#)

- Click on the [add document](#) link and follow the steps to upload your [current plan/certificate](#)

Next of Kin


[Next of Kin](#)


Emergency Contact Details

This is your emergency contacts information

Primary Contact Section


- | | | |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Enter your Primary Contacts First Name | <input checked="" type="checkbox"/> Enter your Primary Contacts Street Address | <input checked="" type="checkbox"/> Enter your Primary Contacts Postcode |
| <input checked="" type="checkbox"/> Enter your Primary Contacts Last Name | <input checked="" type="checkbox"/> Enter your Primary Contacts Suburb | <input checked="" type="checkbox"/> Enter your Primary Contacts Phone |
| <input checked="" type="checkbox"/> Enter your Primary Contacts Country of residence | <input checked="" type="checkbox"/> Enter your Primary Contacts Town/City | <input checked="" type="checkbox"/> Enter your Primary Contacts Email Address |


 Enter your Primary Contacts **Relationship** to you

 Enter if your Primary Contact is **attending** Jamboree or **not**


Secondary Contact

 Enter your Secondary Contacts **First Name**

 Enter your Secondary Contacts **Suburb**

 Enter your Secondary Contacts **Email**

 Enter your Secondary Contacts **Last Name**


 Enter your Secondary Contacts **Town/City**

 Enter your Secondary Contacts **Address**


 Enter your Secondary Contacts **Country of residence**

 Enter your Secondary Contacts **Postcode**


 Enter your Secondary Contacts **Relationship** to you

 Enter your Secondary Contacts **Street Address**


 Enter your Secondary Contacts **Phone**

 Enter if your Secondary Contact is **attending** Jamboree or **not**

Family Members Attending Section

 Enter if you have any family members attending Jamboree from the drop down list

If you select **Yes**

 Enter their name and relationship to you

Family Members Attending

* Are there any direct family members attending the Jamboree?

Yes ▾

* Names and Relationships

Olave Powell - Wife

T-Shirt Tab

T-Shirt


T-Shirt & Hat Details

 Select your t-shirt size from the drop down list

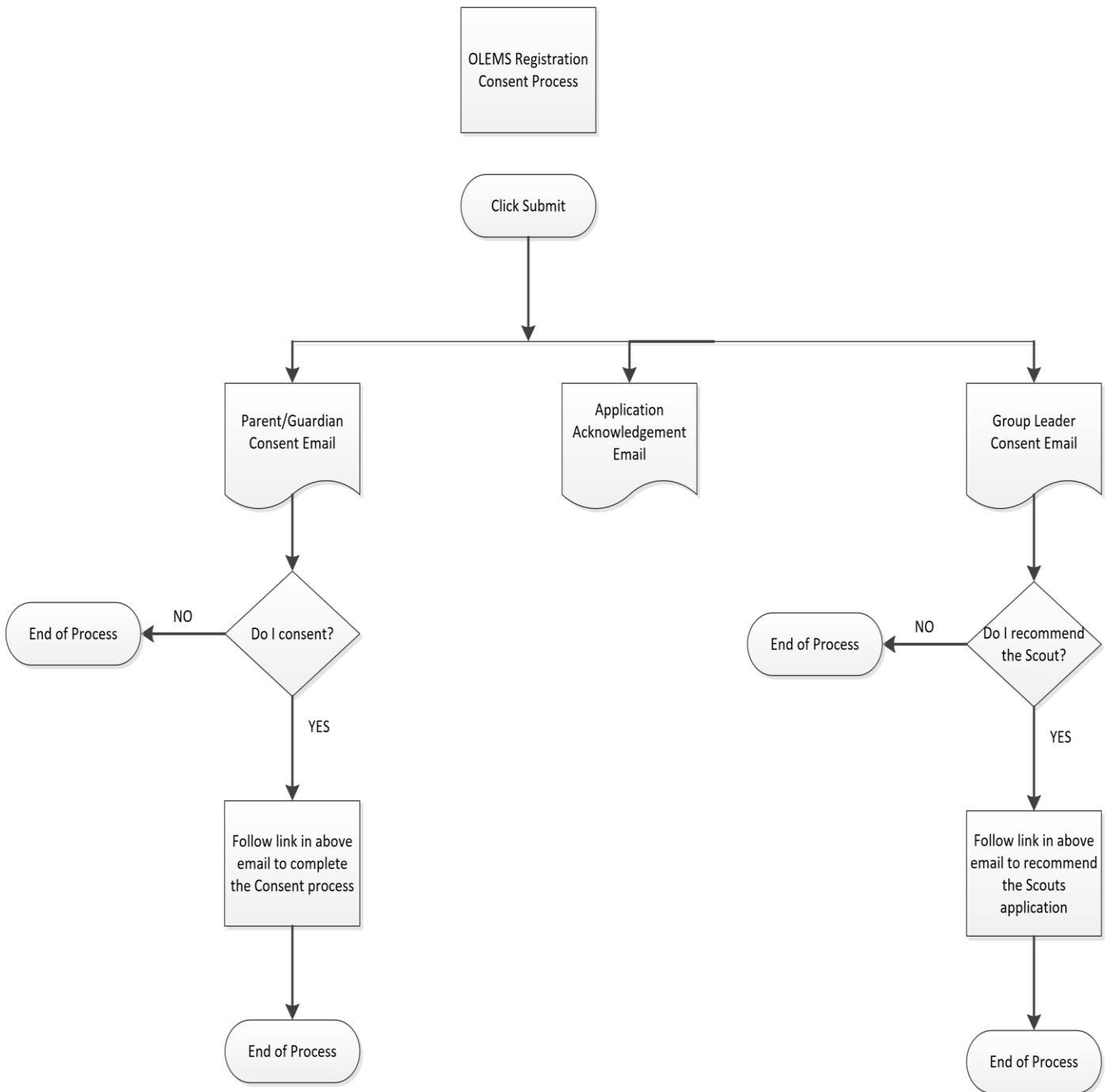
Consent Tab

Consent

This is where you or if you under 18 years old your parent/guardian agrees to the terms & conditions and that they have **read and understood** these. This **includes** the **Legal Waiver** included within the **Terms & Conditions**.

 Click in the tick box to accept the Terms & Conditions

Click the **Submit** button



Permissions Section

Select the relevant option from the drop down field for the various activities

Leaders/Staff Tabs

If you are registering as a Leader or Staff you will need to fill out the following Tabs

Leader Info Tab

□ Leader Info

Scouting and Work Details Section

Appointment/Warrant

- ☒ Select your appointment within the Scout Movement from the drop down list

Occupation

- ☒ Enter your current occupation (this is a free text field)

Pre Allocated Jobs Details Section

Only to be completed if you have already been offered and accepted a job at Jamboree

Job Allocated

- ☒ Enter your pre allocated Job (if applicable)

Activity/Service Area

- ☒ Enter activity/services area (if applicable)

Skills Job Tab

□ Skills/Job

Leader Work Preference Section

Only to be completed if you have NOT been allocated a job yet:

- ☒ Select a job from the drop down selection list.

- | | | |
|-----------------------|----------------------|-------------------|
| ☒ Administration | ☒ Full Throttle Base | ☒ Site & Services |
| ☒ Adult/Youth Welfare | ☒ Health & Hygiene | ☒ Special Events |
| ☒ Adventure Base | ☒ Media & Publicity | ☒ Survival Base |
| ☒ Catering | ☒ Mystery Base | ☒ Troop Support |
| ☒ Challenge Base | ☒ Programme | ☒ Water Base |

Skill & Experience Section

Enter as many of your skills as possible

- ☒ Select a skill from the drop down list

If you select **Yes**

- ☒ Enter the details in the **Please Specify** field

Final Job Allocation Section

- ☒ Select the **Directorate** you will be working for from the drop down list
- ☒ Select **Team** from the drop down list
- ☒ Select **Job Title** from the drop down list
- ☒ Select **Troop Number** from the drop down list
- ☒ Tick **Sleeps in Troop Lines** if applicable

Qualifications Tab

□ Qualifications

Current Certificates Details Section

- ☒ Select relevant **certificate** from the drop down list
- ☒ Enter in the **level** obtained
- ☒ Enter the **expiry date**
- ☒ Enter in a **description** if applicable
- ☒ Select **add new certificate** if you have multiple

Tab Details Table

Tab Name	Scout/Venturer/ Leader/Staff	Explanation
Personal	All	Demographic information, name, address, contact, phone numbers, Scouting details
ID Photo	All	Upload a photo of yourself – this will be used for your ID tag while at Jamboree
Jamboree	All	Information regarding the capacity in which you are applying to attend Jamboree. Scout, Youth Services Team, Host Corp etc...
Medical	All	Basic medical information as well as specific information to assist the doctors on site if necessary. This tab also contains dietary requirements.
Next of Kin	All	First and second contact details for emergency situations should they arise. Both next of kin must be contactable for the duration of the 22 nd New Zealand Jamboree
T-Shirt/Hat	All	This information is for New Zealand applicants. Please refer to the T-Shirt sizing guide. Remember you will grow before Jamboree!
Troop	International	Transport information for International Troop Leaders, please indicate if you do not require transport to be organized for you.
Status	All	This will list the status of your application including payments received by the contingent. The activity consent information is also listed on this tab. Once the application has been submitted this tab is not changeable by the applicant.
Leader Info	Rovers, Leaders & Other Adults	Basic information about your role as a Leader. If you have already been allocated a job, this information is entered in this tab.
Skill/Job	Rovers, Leaders & Other Adults	Any skills you have that could be useful to the Jamboree Management Team for allocation a role at the event. Job preferences are also contained in this tab. Once you have been allocated a job it will also be displayed in this tab.
Qualifications	Rovers, Leaders & Other Adults	Qualifications that could be useful to the Jamboree Management Team
Experience	Rovers, Leaders & Other Adults	Any experience at major events.

Congratulations! One mystery has been solved!

